Colchester Public Schools

MINOR POLICY EDITS

BYLAW 9321

BYLAWS OF THE BOARD

TIME, PLACE, NOTIFICATION FOR MEETINGS

Organizational Meeting

The Board of Education shall conduct its organizational meeting at its first meeting following Board elections, and at this meeting Board officers shall be elected – Chairperson, Vice-Chairperson and Secretary. The organizational meeting shall be called to order by the Superintendent of Schools who will preside until a new Chairperson is chosen by a majority vote of the Board. **Upon his/her election the Chairperson shall assume the Chair and proceed with the election of Board Vice Chairman and Secretary.**

Election of officers and the vote of each member shall be made available for public inspection within forty-eight hours and recorded in the minutes of the meeting.

~~Upon his/her election the Chairperson shall assume the chair and proceed with the election of Board Vice Chairman and Secretary.~~

Vacant Office Position(s)

If the position of Chairperson, Vice Chairperson or Secretary becomes vacant between organizational meetings, the Board of Education member to fill the position shall be elected by the Board at its next regular meeting.

Regular Meetings

The Board of Education will meet the second Tuesday of each month unless otherwise ordered by the Board.

The Board of Education shall file, not later than December 1st of each year, with the Town Clerk, a schedule of all the regular meetings of the Board of Education for the ensuing year. No regular meeting **of the ensuing year's schedule** shall be held sooner than thirty (30) days after such filing.

All regular meetings shall be open to the public and the press. Changes of regular meetings from posted dates shall be filed with the Town Clerk and publicized in accordance with requirements of the Freedom of Information Commission. Only items

on the regular meeting agenda may be taken up by the Board unless a two-thirds vote of the Board approves additions to a regular meeting agenda.

Special Meetings

Special meetings shall be called by the Board Chairperson whenever he/she deems it necessary, or upon written request of one-third of the members of the Board. The notice of such meeting shall state the special matter or matters to be considered. At such meetings only the business for which the meeting was called shall be in order.

Notice of all special meetings of the Board of Education and changes in the schedule previously filed shall be given to the Town Clerk not less than twenty-four (24) hours prior to the time of such meeting; however, in case of emergency, the twenty-four (~~25~~24) hour notice may be waived. In the event of such emergency meeting, a copy of the minutes of such emergency meeting shall be filed with the Town Clerk not later than seventy-two (72) hours following the meeting. The special meeting shall also be posted on the District's website.
In determining the time a notice must be filed, Saturdays, Sundays, legal holiday, and any other day when the Town Clerk's office is closed shall be excluded.

Only business identified on the published agenda of a special meeting shall be discussed or transacted by the Board at such special meeting.

Adjourned Meetings

The Board may adjourn any regular or special meeting to a time and place specified in the order of adjournment by vote of a majority of the members in attendance at the meeting. A copy of the order of adjournment shall be posted within twenty-four (24) hours of the adjournment on or near the door of the place where the meeting was held.

(cf. 9322) – Public and Executive Sessions

Notice of Meetings

The agenda for each regular and special meeting shall be posted in the office of the Town Clerk and the office of the Colchester Public Schools located in the Town Hall at least twenty-four (24) hours prior to the meeting. The agenda of emergency meetings shall be posted in said location as far prior to the meeting as is practical.

Meeting agendas will be posted on the district website (www.colchesterct.org) and emailed to persons filing a written request renewable in January of each year. The Board of Education may charge a fee for these mailed notices based upon cost of the service, as provided by law and policy.

Legal Reference: Connecticut General Statutes

1-18a Definitions
1-21 Meetings of government agencies to be public. Recording of votes.
Schedule and agenda of meetings to be filed. Notice of special meetings. Executive sessions.
1-21c Mailing of notice of meetings to persons filing written request.
1-21d Adjournment of meetings. Notice
1-21e Continued hearings. Notice

1-21f Regular meetings to be held pursuant to regulation, ordinance or resolution.
1-21i Denial of access of public records or meetings. Notice. Appeals

10-218 Officers. Meetings

Bylaw adopted by the Board: November 18, 1997
Revised: April 13, 2010
Revised: May 10, 2011
Revised: July 12, 2011
Revised: July 13, 2021

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut